

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**

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**AUTOMOTIVE SHOP SUPERVISOR**

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**DEFINITION**

Performs supervisory and technical work in the operation of a central automotive repair shop; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Supervises and evaluates the work of a subordinate staff; effectively recommends personnel actions related to selection, performance, levels of absence, grievances, work schedules and assignments, disciplinary procedures, and administers personnel and related policies and procedures.

Plans and coordinates the work of skilled and semiskilled subordinates engaged in the repair, maintenance, and modification of trucks, tractors, graders, draglines, and other equipment; establishes work schedules and adjusts schedules to satisfy higher priority requirements due to equipment failures, weather, and higher management decisions.

Provides technical assistance and advice to subordinates, district mechanics, and residency garages on hydraulic, mechanical, and automotive electrical problems statewide.

Insures the maintenance of central repair shop facilities and equipment; assures proper utilization and adherence to safety regulations.

Assists in the modification and design of equipment; recommends the repair or disposal of malfunctioning equipment and evaluates condition of equipment and tools.

Directs the maintenance of service and inventory records; initiates documents for the billing for completed work; initiates data sheets on all equipment, showing component part numbers for mechanic reference in the field.

**COMPETENCIES REQUIRED**

Knowledge of the standard methods, materials, tools, and equipment employed in the mechanical repair of light and heavy automotive vehicles and equipment.

Knowledge of the operating principles of gasoline and diesel engines.

Knowledge of the operating and repair characteristics of a variety of public works and other heavy duty equipment.

Knowledge of the occupational hazards and safety precautions of the trade.

Knowledge of the contemporary principles, practices, and methods of supervision.

Ability to meet customer needs in a consistently helpful and courteous manner.

Ability to apply personal ethical standards such as honesty, responsibility, and trustworthiness, required to be a productive employee.

Ability to work cooperatively with others as part of a team.

Ability to adapt to and work effectively with a variety of situations, individuals or groups.

Ability to plan, coordinate, and supervise the work of subordinates.

Ability to diagnose difficult or unusual vehicle and equipment conditions and malfunctions and to determine effective corrective measures.

Ability to effectively communicate both orally and in writing with vendors, subordinates, and management personnel.

Ability to estimate costs for repair of all types of automotive equipment and to understand the billing procedures for parts and labor costs.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Experience equal to seven years of full-time automotive or diesel mechanic work;

OR

a combination of education and experience, substituting one month of approved post high school training in an area college or technical school automotive or diesel mechanic program for one month of the required experience to a maximum substitution of twenty-four months;

OR

employees with current continuous experience in the state executive branch that includes experience equal to one year of full-time work as an Automotive Mechanic Leader or Automotive Mechanic Supervisor.

#### **NECESSARY SPECIAL REQUIREMENTS**

All positions in this job class require applicants to possess a Commercial Drivers License class A and unrestricted air brakes at the time of hire.

Effective Date: 3/98 BW